

# Employee Post-Travel Disclosure of Travel Expenses

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

Date/Time Stamp:

SENATE OF THE STATE OF NEW JERSEY  
17 MAY 16 PM 3:40

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Cooperative for Assistance and Relief Everywhere (CARE)

Travel date(s): April 16 - 23, 2017

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$6,018.29	\$1,134	\$400.00	Insurance: \$97; Security: \$680; Interpreter: \$16
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see Addendum B

5/16/17  
(Date)

THOMAS J. MANCINELLI  
(Printed name of traveler)

Thomas J. Mancinelli  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/16/17  
(Date)

Chris Coons  
(Signature of Supervising Senator/Officer)

## Addendum A – Cost Explanations

### Transportation – \$6,018.29

- Flight: \$1,818.29
- Vehicles: \$1,200
- Charter: \$3,000

### Lodging - \$1,134

- \$278 per night x 3 nights (India) = \$834
- \$150 per night x 2 nights (Nepal) = \$300

### Meals - \$400.00

### Other Expenses - \$857

- Security -- \$680
- Interpreter -- \$80
- Travel Insurance -- \$97

FINAL

AGENDA: CARE Learning Tour to India and Nepal, April 16-23, 2017

Sunday, April 16 Travel Day

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Depart Addis Ababa for New Delhi, India (ET #686)

Note: After confirming flights for the Learning Tour, Senator Coons and Tom Mancinelli confirmed for an official CODEL to East Africa scheduled for the week prior to the Learning Tour. The CODEL covered costs for Tom and Senator Coons' flight to Africa and from Africa to India. The CARE Learning Tour covered the cost of their flight from Nepal back home.

Monday, April 17 Travel Day/New Delhi, India

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8:40am Senator Coons and Tom Mancinelli arrive to New Delhi, India (ET #886)

9:30-10:30am Transfer to hotel

10:30-7:30pm Unpacking, shower, personal time

7:30-8:00pm Transfer to dinner

8:00-9:30pm Dinner with Sen. Merkley to prepare for the trip

9:30-10:00pm Transfer to hotel

*Overnight: Taj Palace Hotel – New Delhi, India*

Tuesday, April 18 New Delhi, India

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8:10am Coons, Merkley, Mancinelli transfer to Embassy

8:30-9:30am Breakfast Briefing with members of American Chamber Of Commerce in India to learn broadly about US investment in India

9:30-9:45am Transfer to meeting

9:45-10:30am Meeting with Minister for Women and Child Development Menaka Gandhi to learn about barriers to women's equality and child health in India

10:30-10:45am Transfer to Embassy

10:45-11:15am Tour of Embassy to learn about various departments and operations contributing to the Embassy's work in India

11:15-12:15pm Meeting with Embassy Country Team to learn about USG investment in India

12:15-12:20pm Transfer to lunch

12:20-1:05pm	<u>Lunch with Embassy staff</u> to discuss US foreign policy priorities
1:05-1:30pm	Transfer to meeting
1:30-2:30pm	<u>Meeting with Minister of State with Independent Charge for Power, Coal, New and Renewable Energy and Mines Piyush Goyal</u> to discuss opportunities for renewable energy investment in India
2:30-3:00pm	Transfer to meeting
3:00-4:00pm	<u>Meeting with Foreign Secretary S. Jaishankar</u> to discuss bilateral relations between India and the US
4:00-4:30pm	Transfer to Hotel
4:30-7:00pm	Shower time
7:00-8:00pm	<u>Welcome Briefing</u> to provide an overview of trip and introduce CARE staff and delegates to one another

*Overnight: Taj Palace Hotel – New Delhi, India*

**Wednesday, April 19**

**New Delhi, India**

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8:30-10:00am	<u>Scene Setter Breakfast</u> Briefing with technical experts to gain social, political, historical context for development and U.S. investments in India
10:00-11:00	Transfer to Site Visit 1
11:00-12:15pm	<u>Site Visit 1:</u> Visit urban health program to learn about maternal and child health and nutrition services provided in peri-urban settings and the importance of community health workers in linking women and families to health services
12:15-1:15pm	Transfer to Site Visit 2 <i>Note: Lunch provided in vehicles</i>
1:15-2:30pm	<u>Site Visit 2:</u> Breakthrough Program creating youth human rights groups working to address and condemn violence and discrimination against women and girls in India
2:30-3:00pm	Transfer to coffee
3:00-4:30pm	<u>Coffee briefing with donors and U.S. corporate sector partners</u> to discuss innovative corporate social responsibility programs in India and women's empowerment
4:30-5:30pm	Transfer to Taj hotel
5:30-6:30pm	Downtime

6:30-8:30pm      Reception with U.S. Ambassador, Local Government & NGO leaders to discuss the role of international partners, local governments and NGOs in development in India  
*Note: Heavy hors d'oeuvres/light dinner served at reception.*

*Overnight: Taj Palace Hotel – New Delhi, India*

Thursday, April 20

New Delhi/Bihar, Patna India

*\*Note: We decided to visit Bihar instead of Chennai, as was listed in the original draft agenda, due to developing communal tensions in parts of Tamil Nadu, Chennai.*

8:00-9:00am      Transfer to airport

9:00-11:00am      Transfer to Bihar, Patna

11:00-1:00pm      Vehicle briefing on CARE maternal health programming in Bihar  
*Note: Transfer to site visit 1. Lunch provided in vehicles*

1:00-3:00pm      Site Visit 1: Maternal and Child Health Program to meet with community health workers who provide mothers with health education and services and visit homes of beneficiaries

3:00-4:00pm      Transfer to Site Visit 2

4:00-5:30pm      Site Visit 2: USG and Gates Foundation Agricultural Development and Research Program to learn how agronomics are developing sustainable inputs and introducing improved varieties to women farmers

5:30-6:30pm      Transfer to Airport

6:30-8:30pm      Plane debrief on take aways from Bihar sites  
*Note: Transfer to Kathmandu. Dinner provided on the plane.*

8:30-9:30pm      Transfer to hotel

*Overnight: Dwarika's Hotel – Kathmandu, Nepal*

Friday, April 21

Travel Day/Kathmandu, Nepal

9:00-10:30am      Breakfast Scene Setter Briefing with technical experts and USG Mission to gain social, political, historical context for development and U.S. investments in Nepal

10:30am-11:30am      Transfer to Site Visit 1

11:30-1:00pm      Site Visit 1: Visit Sabah Community Facilitation Center to learn about how women's collectives facilitate women increasing their agricultural yields,

encourage healthier, more sustainable agricultural practices, and promote economic empowerment for women

1:00-1:30pm	Transfer to Lunch
1:30-3:30pm	<u>Closing Lunch</u> to discuss trip reflections and next steps when the delegation returns to DC
3:30-4:45pm	Transfer to Kathmandu
4:45-7:00pm	Shopping/shower/prepare for reception
7:00-8:30pm	<u>Reception with U.S. Ambassador, Local Government and NGO leaders</u> to discuss the role of international partners, local governments and NGOs in development in Nepal

*Overnight: Dwarika's Hotel – Kathmandu, Nepal*

Saturday, April 22	Kathmandu, Nepal/Travel Day
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7:30-8:00am	Transfer to meeting
8:00-8:30pm	<u>Meeting with Nepal Prime Minister Pushpa Kamal Dahal</u> to discuss bilateral relations between Nepal and the US
8:30-9:00pm	Transfer to hotel
9:00-10:00am	Clothes change/breakfast time
10:00-11:15am	<u>Vehicle briefing</u> about USAID investment in Nepal <i>Note: Transfer to Site Visit 1</i>
11:15-1:30pm	<u>Site Visit 1:</u> Visit Sabal Integrated Development program to learn about community-led efforts to rebuild after the earthquake and address hygiene, sanitation, and women's economic empowerment
1:30-2:30pm	<u>Vehicle debrief</u> about Site Visit 1 <i>Note: Transfer to Dhulikhel Lodge. Boxed lunches provided in vehicles</i>
2:30-3:00pm	Bathroom break stop
3:00-4:00pm	<u>Vehicle debrief</u> about Nepal site visits <i>Note: Transfer to hotel</i>
4:00-6:00pm	Packing time
6:00-6:20pm	Transfer to airport

7:20pm

Delegation departs for U.S. (FZ #576)

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**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

17 MAR 16

Name of Traveler: Thomas Joseph Mancinelli

Employing Office/Committee: The Office of Senator Christopher A. Coons

Private Sponsor(s) (list all): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)

Travel date(s): April 16, 2017 to April 23, 2017

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): India and Nepal

Explain how this trip is specifically connected to the traveler's official or representational duties:

Tom is the National Security Advisor for Senator Coons. In that capacity, he handles all of Senator Coons' work on the Foreign Relations Committee and the State, Foreign Operations, and Related Programs Appropriations Subcommittee. This trip is designed to showcase the positive reach and scope of U.S. investments in programs that support development in India and Nepal.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

March 16, 2017  
(Date)

Thomas J. Mancinelli  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, SENATOR CHRIS COONS hereby authorize THOMAS J. MANCINELLI  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/16/17  
(Date)

Chris Coons  
(Signature of Supervising Senator/Officer)





CARE USA  
1899 L St NW  
Suite 500  
Washington, DC 20036  
USA  
[www.care.org](http://www.care.org)

March 16, 2017

Tom Mancinelli  
Legislative Assistant  
Office of Senator Christopher Coons  
127A Russell Senate Office Building  
Washington, DC 20510

Dear Tom,

We are approaching you with a special opportunity to join us on CARE's next Learning Tour to India and Nepal during the Easter holiday congressional recess. This trip will take place April 16 – April 23, 2017 (including travel) and will allow you to have a first-person view of the political, economic, and security dimensions of U.S. engagement in South Asia, including investments in food and nutrition security, maternal and child health, education, and economic empowerment. The delegation will include Members of Congress, each accompanied by a member of their family or staff, as well as key leaders and technical experts working on these issues.

On your journey, you will visit program sites and meet with beneficiaries in India and Nepal to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground, including private sector and local partners, who are working toward solutions at the community level, as well as U.S, Indian, and Nepalese government leaders and decision-makers.

India and Nepal offer dynamic examples of the progress possible when U.S. investment is focused on sustainable, long-term solutions. The economy of much of the South Asian region has experienced rapid growth in the last 20 years, partly spurred by U.S. foreign assistance as well as private sector investments promoting innovation in addressing some of the toughest development challenges. India, for example, has made significant strides toward eradicating extreme poverty and promoting access to primary and secondary education for boys and girls.

However, the region continues to struggle with ensuring all citizens benefit from this progress, particularly vulnerable women and girls. Malnutrition, poor sanitation, lack of access to health services, and a strict caste system dictating the disproportionate allocation of resources all contribute to India currently having the highest number of preventable child deaths in the world. Similarly, the region continues to have some of the highest rates of child marriage and violence against women globally.

The United States is actively working to change this reality. U.S. investment in women's empowerment, combatting child marriage, and promoting health and nutrition are having a measurable and significant impact throughout the region. This Learning Tour will be a unique opportunity to explore these issues on the ground and return with a deep understanding of the link between U.S. foreign assistance and international development, women's empowerment, and regional and international stability.

In order to allow sufficient time for planning, we would appreciate a response indicating your interest in joining by Friday, March 17, 2017. We have asked Rachel Hall to provide further details on the trip and answer any questions you may have. You can reach her directly at [Rachel.Hall@care.org](mailto:Rachel.Hall@care.org) or (202) 569-7027.

Thank you for your ongoing support and for considering this opportunity.

Sincerely,

Michelle Nunn  
President and CEO, CARE USA

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CARE USA  
1899 L St NW  
Suite 500  
Washington, DC 20036  
USA  
[www.care.org](http://www.care.org)

March 13, 2017

United States Senate Select Committee on Ethics  
220 Hart Senate Building  
Washington, DC 20510

RE: CARE Learning Tour to India/Nepal, April 16-23

To Whom It May Concern:

Over the past eight years, the CARE Learning Tours program has provided policymakers and influential opinion leaders the unique opportunity to see firsthand the impact of U.S. foreign assistance investments on development worldwide. CARE has engaged members of Congress and key staff from both political parties as well as influential opinion leaders on these Learning Tours.

On this CARE Learning Tour, we will be sponsoring a trip to India and Nepal, which will include members of Congress and staffers from congressional offices in the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 595-2805.

Sincerely,

Robert Roche  
Director, Learning Tours  
CARE USA

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## **CARE and CARE Action Now Structure Explained**

**Updated: September 2, 2016**

CARE, a 501(c)(3) organization, is a leading international humanitarian organization fighting global poverty that places special focus on working alongside poor women who, equipped with the proper resources, can assist whole families and entire communities escape poverty through improved basic education, prevent the spread of HIV, increase access to clean water and sanitation, and expand economic opportunities and the protection of natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance of the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides grant funding to CARE Action Now to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now reimburses CARE for its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.



**BILL & MELINDA**  
**GATES** *foundation*

PO Box 6176  
Ben Franklin Station  
Washington, DC 20044, USA  
V +1.202.662.8130  
F +1.202.220.6799  
[www.gatesfoundation.org](http://www.gatesfoundation.org)

March 13, 2017

United States Senate Select Committee on Ethics  
220 Hart Senate Building  
Washington, DC 20510

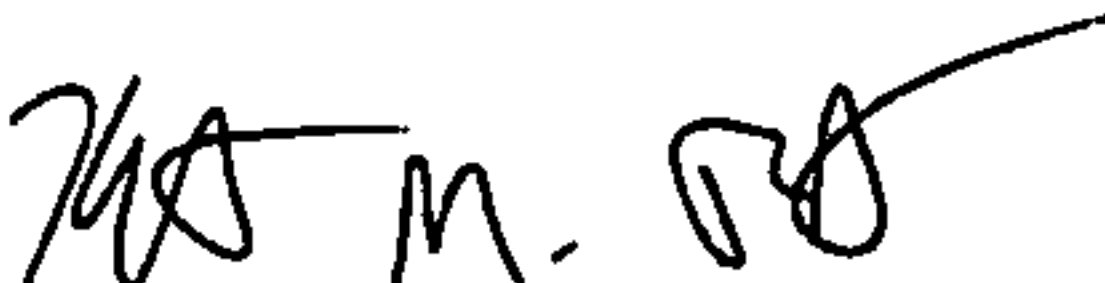
This letter is submitted in response to your request regarding a learning trip beginning April 17, 2017. The Bill & Melinda Gates Foundation made a grant to CARE USA on January 5, 2017 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. This funding has not been directly or indirectly earmarked to finance any aspect of this trip.

If we can provide any additional information, please contact me at [Katy.Button@gatesfoundation.org](mailto:Katy.Button@gatesfoundation.org), or direct line of 202-662-8189.

Sincerely,



Katy Button  
Senior Program Officer  
Bill & Melinda Gates Foundation

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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
2. Description of the trip: To showcase the positive reach and scope of U.S. investments in programs that support development and women's empowerment in India and Nepal.
3. Dates of travel: April. 16 - April. 23, 2017
4. Place of travel: India and Nepal
5. Name and title of Senate invitees: See Addendum A
6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

CARE is host to the delegation and is responsible for logistics, content of the trip and post-trip follow up.

The Bill & Melinda Gates Foundation provided general support for this initiative as part of a broader grant, but played no role in organizing the trip and its participants.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CARE is a leading humanitarian organization focused on combating global poverty. We place a special emphasis on women and girls because when they are equipped with the proper resources they help their families and communities escape poverty. CARE has operated in India since 1946 and Nepal since 1978.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

CARE hosts congressional trips as an educational opportunity to see development work firsthand.

Since 2009, we have hosted twenty-four trips with members of Congress and their staff.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CARE International works in over 90 countries around the world implementing programming as well as promoting visibility on issues important to ending global poverty and leading advocacy toward local and international actors to prioritize poverty-combatting initiatives.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$4,500	\$1,339	\$511	Interpreters, Security, Insurance, Visas: \$1,213
<input type="checkbox"/> Actual Amounts	See Addendum D for all estimate details.			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip was arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The U.S. government is an important development partner in India and Nepal sharing an interest in sustainable programs to combat poverty and empower women and girls in India and Nepal.

19. Name and location of hotel or other lodging facility:

Taj Palace Dehli - New Dehli, India; Taj Palace Chennai - Chennai, India

Dwarika's Hotel - Kathmandu, Nepal

20. Reason(s) for selecting hotel or other lodging facility:

The hotels above offer western accommodations with ample security for the trip's activities.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The U.S. Government per diem rate for lodging in Dehli is \$291/night, \$300/night in Chennai, and \$166/night in Kathmandu. The U.S. Government per diem rates for meals is \$109/day in Dehli, \$111/day in Chennai, and \$91/day in Kathmandu. Our costs are at these rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Members of Congress and spouses will fly business class to and from India and Nepal. The delegation will fly by charter plane (coach equivalent) for internal travel in India and Nepal. See addendum B-C.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided on this trip.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: RR

Name and Title: Robert Roche, Director, Learning Tours

Name of Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone Number: 202-550-6535

Fax Number: 202-296-8695

E-mail Address: rroche@care.org

**Addendum A:**

**Names and titles of ALL Senate invitees and explanation of why the individual was invited.**

**We invited Senators from each of the following committees to join the trip. These committees and offices hold a particular interest or relevance to the issue of U.S. foreign which will be the focus of the trip agenda.**

**Senate Foreign Relations Committee  
Senate Budget Committee  
Senate Agriculture Committee  
Senate Appropriations Committee  
Senate Leadership Offices**

**Invited Senators**

- **Jeanne Shaheen (D-NH)**
- **Shelley Moore Capito (R-WV)**
- **Dick Durbin (D-IL)**
- **Lisa Murkowski (R-AK)**
- **Kirsten Gillibrand (D-NY)**
- **Joni Ernst (R-IA)**
- **Todd Young (R-IN)**
- **Ben Sasse (R-NE)**
- **Chris Murphy (D-CT)**
- **Tim Kaine (D-VA)**
- **Tammy Baldwin (D-WI)**
- **Jeff Merkley (D-OR)**
- **Cory Gardner (R-CO)**
- **Chris Van Hollen (D-MD)**
- **Marco Rubio (R-FL)**
- **Rob Portman (R-OH)**
- **Bill Cassidy (R-LA)**
- **Thom Tillis (R-NC)**
- **Dianne Feinstein (D-CA)**
- **Kamala Harris (D-CA)**
- **Mark Warner (D-VA)**
- **Maria Cantwell (D-WA)**
- **David Perdue (R-GA)**
- **Gary Peters (D-MI)**
- **Maggie Hassan (D-NH)**
- **Catherine Cortez Masto (D-NV)**
- **Angus King (I-ME)**
- **Johnny Isakson (R-GA)**
- **Mike Enzi (R-WY)**
- **Patrick Leahy (D-VT)**
- **Pat Roberts (R-KS)**

- Cory Booker (D-NJ)
- Jeff Flake (R-AZ)
- John Boozman (R-AR)
- James Lankford (R-OK)
- Steve Daines (R-MT)
- Jerry Moran (R-KS)
- Roy Blunt (R-MO)
- Ben Cardin (D-MD)
- Lamar Alexander (R-TN)
- Dan Sullivan (R-AK)
- Roger Wicker (R-MS)
- Sherrod Brown (D-OH)
- Sheldon Whitehouse (D-RI)
- Robert Casey (D-PA)
- Al Franken (D-MN)
- John Cornyn (R-TX)
- Mazie Hirono (D-HI)
- Debbie Stabenow (D-MI)

**Invited Staff**

- Tom Mancinelli, Legislative Assistant – Senator Chris Coons (D-DE)
- Alyene Senger, Policy Analyst – Senate Republican Policy Committee
- Thomas P. Hawkins, National Security Advisor – Senator Mitch McConnell (R-SC)
- Matt Rinkunas, Legislative Director – Senator Lindsey Graham (R-KY)
- Beth Jafari, Chief of Staff – Senator John Cornyn (R-TX)
- Christopher M. Tuttle, Policy Director – Senate Committee on Foreign Relations, Majority Staff

**Addendum B:**

**Cities of Departure:**

**Sunday, April 16, 2017:**

**6:35pm – Depart Washington, DC (AC #7617)**

**7:59pm – Arrive in Toronto**

**10:00pm – Depart Toronto (AC #70)**

**Monday, April 17, 2017:**

**9:20pm – Arrive New Delhi, India**

**Saturday, April 22, 2017:**

**7:20pm – Depart Kathmandu, Nepal (FZ #576)**

**10:20pm – Arrive Dubai**

**Sunday, April 23, 2017:**

**2:20am – Depart Dubai (EK 231)**

**8:40am – Arrive Washington, DC**

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**Addendum C:**

On April 20, 2017, the delegation will travel on a chartered flight from New Dehli to Chennai, India and on April 21, 2017 the delegation will travel from Chennai to Kathmandu, Nepal.

Due to our schedule and limited flight options between different cities within India and from India to Nepal, we have selected a charter plane lead by the United Nations Humanitarian Air Service (UNHAS). The cost of the charter plane is expected to be \$1,500 per person. The Airline Operating Certificate (AOC) is forthcoming.



**Addendum D:**

- **Transportation Estimation per person - \$4,500**
  - Flight estimation: \$2,000
  - Vehicles: \$1,000
  - Charter flight: \$1,500
- **Lodging Estimation per person – \$1,339**
  - \$166 per night x 1 night (Kathmandu, Nepal) = \$166
  - \$291 per night x 3 nights (New Dehli, India) = \$873
  - \$300 per night x 1 night (Chennai, India) = \$300
- **Meals Estimation per person - \$511**
  - \$91 (USG M&I per diem for Kathmandu) x 2 days = \$182
  - \$109 (USG M&I per diem for New Dehli) x 2 days = \$218
  - \$111 (USG M&I per diem for Chennai) x 1 day = \$111
- **Other Expenses Estimation per person - \$1,213**
  - Visa - \$423
    - India - \$319
    - Nepal - \$104
  - Security - \$590
  - Interpreter - \$100
  - Insurance - \$100

FINAL

**AGENDA: CARE Learning Tour to India and Nepal, April 16-23, 2017**

**Sunday, April 16**

**Travel Day**

Depart U.S. for New Delhi, India (AC #7617)

**Monday, April 17**

**Travel Day**

9:20pm Delegation arrives in New Delhi, India (AC #70)

9:20-10:30pm Transfer to hotel

*Overnight: Taj Palace Hotel – New Delhi, India*

**Tuesday, April 18**

**Travel Day/New Delhi, India**

9:00-10:00am Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

10:00-11:30am Breakfast Briefing with U.S. Mission to learn about the U.S. government's development priorities in India

11:30-12:30pm Transfer to meeting

12:30-1:30pm Meeting with Prime Minister Modi (requested)

1:30-2:30pm Transfer to meeting

2:30-3:30pm Meeting with Foreign Secretary Subrahmanyam Jaishankar (requested)

3:30-4:00pm Transfer to meeting

4:00-5:00pm Meeting with Finance Minister Arun Jaitley (requested)

5:00-5:30pm Transfer to meeting

5:30-6:30pm Meeting with National Security Advisor Ajit Doval (requested)

6:30-7:30pm Transfer to Hotel

7:30-9:00pm Scene Setter Dinner Briefing with technical experts to gain social, political, historical context for development and U.S. investments in India

*Overnight: Taj Palace Hotel – New Delhi, India*

**Wednesday, April 19**

**New Delhi, India**

8:00-9:30am	<u>Breakfast with donors and U.S. corporate sector partners</u> to discuss innovative corporate social responsibility programs in India and women's empowerment
9:30-11:15	Transfer to girls' education program
11:15-1:00pm	<u>Site Visit 1: Visit girls' education program</u> to learn about community-based initiatives to keep girls in school and combat gender-based violence
1:00-2:30pm	Transfer to urban health program
2:30-3:30pm	<u>Site Visit 2: Visit urban health program</u> to learn about maternal and child health and nutrition services provided in peri-urban settings and the importance of community health workers in linking women and families to health services
3:30-4:30pm	Transfer to hotel
4:30-5:30pm	Downtime
5:30-6:30pm	Transfer to U.S. Ambassador's residence
6:30-8:30pm	<u>Reception with U.S. Ambassador, Local Government &amp; NGO leaders</u> to discuss the role of international partners, local governments and NGOs in development in India

*Overnight: Taj Palace Hotel – New Delhi, India*

**Thursday, April 20**

**New Delhi/Chennai, India**

8:30-9:30am	<u>Breakfast with Women Members of Parliament and PRS Legislative Branch</u> to learn about political efforts to promote sustainable development and women's empowerment
9:30-10:30am	Transfer to airport
10:30-2:00pm	Transfer to Chennai, India
2:00-2:45pm	Transfer to Nursing Teaching College
2:45-4:00pm	<u>Site Visit 1: Visit Nursing Teaching College</u> to learn about innovative interventions and techniques used to develop the capacity of community health workers and nurses to provide malnutrition and maternal health services to women in rural communities
4:00-4:30pm	Transfer to Site Visit 2
4:30-5:30pm	<u>Site Visit 2: Visit TB Health Clinic</u> to learn about U.S. investments in combatting infectious disease
5:30-6:00pm	Transfer to hotel

6:00-6:30pm	Shower time
6:30-8:00pm	<u>Dinner with the Breakthrough India NGO</u> to discuss effective and compelling messaging and framing of U.S. investments in foreign assistance and women's empowerment

**Overnight: Taj Coromandel Hotel – Chennai, India**

<b>Friday, April 21</b>	<b>Travel Day/Kathmandu, Nepal</b>
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8:30-10:00am	<u>Site Visit 1: Visit CARE Village. Savings and Loan Association (VSLA) program</u> to examine an income-generating activity that helps women in rural areas access financial services and small-business opportunities
10:00-11:00am	Transfer to airport
11:00am-3:30pm	Transfer to Kathmandu, Nepal
3:30-4:15pm	Transfer to Hydropower Control Center
4:15-5:15pm	<u>Tour of Hydropower Control Center</u> to learn about hydropower as a driver of domestic economic empowerment and regional economic relationships
5:15-6:00pm	Transfer to Dwarika's Hotel
6:00-7:00pm	<u>Scene Setter Briefing</u> with technical experts and USG Mission to gain social, political, historical context for development and U.S. investments in Nepal
7:30-8:30pm	<u>Cocktail Reception with U.S. Ambassador, Local Government and NGO leaders</u> to discuss the role of international partners, local governments and NGOs in development in Nepal
8:30-10:00pm	<u>Closing Dinner</u> to discuss lessons learned and next steps when the delegation returns to DC

**Overnight: Dwarika's Hotel – Kathmandu, Nepal**

<b>Saturday, April 22</b>	<b>Kathmandu, Nepal/Travel Day</b>
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7:30 – 9:00am	<u>Vehicle briefing</u> on the impact of women's economic empowerment <i>Note: Transfer to Site Visit 1</i>
9:00 – 10:30am	<u>Site Visit 1: Visit Sabah Community Facilitation Center</u> to learn about how women's collectives facilitate women increasing their agricultural yields, encourage healthier, more sustainable agricultural practices, and promote economic empowerment for women
10:30-11:30am	Transfer to Site Visit 2

11:30am-12:30pm	<u>Site Visit 2: Visit Sabal Masonry Training</u> program to learn about how women are gaining economic independence while helping to rebuild communities and create a more resilient Nepal
12:30-1:30pm	Transfer to Site Visit 3 <i>Note: Lunch in the vehicles</i>
1:30-2:30pm	<u>Site Visit 3: Visit Sabal Women's Empowerment</u> group to observe community-based development planning that puts women's needs at the center
2:30-4:00pm	Transfer to Dwarika's Hotel
4:00-6:00pm	Debrief/downtime
6:00-6:20pm	Transfer to airport
7:20pm	Delegation departs for U.S. (FZ #576)

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## United States Senate

SELECT COMMITTEE ON ETHICS  
HART SENATE OFFICE BUILDING, ROOM 220  
SECOND AND CONSTITUTION AVENUE, NE  
WASHINGTON, DC 20510-6425

June 30, 2016

Thomas J. Mancinelli  
Office of Senator Chris Coons  
United States Senate  
Washington, DC 20510

Dear Mr. Mancinelli:

This responds to your recent letter concerning an invitation you received on an educational trip to the UN peacekeeping mission in the Democratic Republic of Congo (MONUSCO), in the Democratic Republic of the Congo on July 31-August 6, 2016, sponsored by the United Nations Foundation. The United Nations Foundation certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. The United Nations Foundation also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal, and that no registered lobbyist will accompany you at *any point throughout your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, the United Nations Foundation is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept

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<sup>1</sup> The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> The term "any point throughout your trip" has a specific definition. See *id.* at 2.



payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).<sup>3</sup> The Senate has defined minimal value as less than \$100. Further, pursuant to the FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 9, 2015 setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,<sup>4</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$375 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their annual Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosures: Travel Checklist

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<sup>3</sup> 5 U.S.C. § 7342.

<sup>4</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$123,175 for CY 2016) or is a political fund designee and is required to file an annual Financial Disclosure Report.



CARE USA  
1899 L St NW  
Suite 500  
Washington, DC 20036  
USA  
[www.care.org](http://www.care.org)

March 13, 2017

United States Senate Select Committee on Ethics  
220 Hart Senate Building  
Washington, DC 20510

RE: CARE Learning Tour to India/Nepal, April 16-23

To Whom It May Concern:

Over the past eight years, the CARE Learning Tours program has provided policymakers and influential opinion leaders the unique opportunity to see firsthand the impact of U.S. foreign assistance investments on development worldwide. CARE has engaged members of Congress and key staff from both political parties as well as influential opinion leaders on these Learning Tours.

On this CARE Learning Tour, we will be sponsoring a trip to India and Nepal, which will include members of Congress and staffers from congressional offices in the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 595-2805.

Sincerely,

Robert Roche  
Director, Learning Tours  
CARE USA

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## **CARE and CARE Action Now Structure Explained**

Updated: September 2, 2016

CARE, a 501(c)(3) organization, is a leading international humanitarian organization fighting global poverty that places special focus on working alongside poor women who, equipped with the proper resources, can assist whole families and entire communities escape poverty through improved basic education, prevent the spread of HIV, increase access to clean water and sanitation, and expand economic opportunities and the protection of natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides grant funding to CARE Action Now to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now reimburses CARE for its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

BILL & MELINDA  
GATES *foundation*

PO Box 6176  
Ben Franklin Station  
Washington, DC 20044, USA  
V +1.202.662.8130  
F +1.202.220.6799  
[www.gatesfoundation.org](http://www.gatesfoundation.org)

March 13, 2017

United States Senate Select Committee on Ethics  
220 Hart Senate Building  
Washington, DC 20510

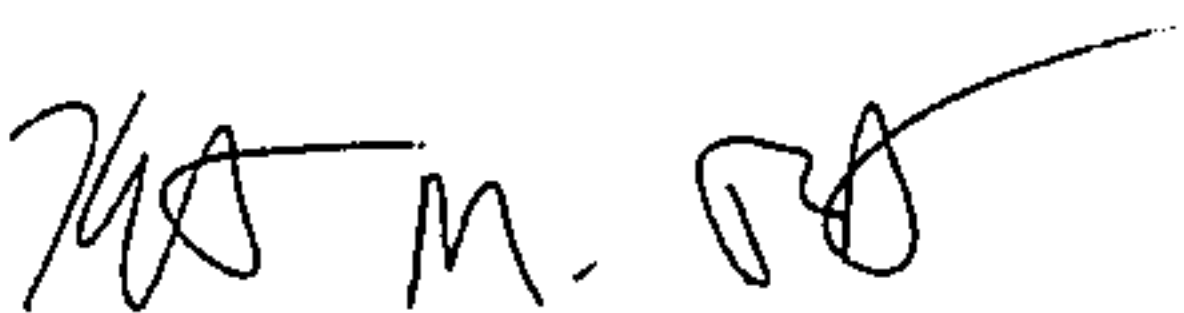
This letter is submitted in response to your request regarding a learning trip beginning April 17, 2017. The Bill & Melinda Gates Foundation made a grant to CARE USA on January 5, 2017 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. This funding has not been directly or indirectly earmarked to finance any aspect of this trip.

If we can provide any additional information, please contact me at [Katy.Button@gatesfoundation.org](mailto:Katy.Button@gatesfoundation.org), or direct line of 202-662-8189.

Sincerely,



Katy Button  
Senior Program Officer  
Bill & Melinda Gates Foundation

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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- 
1. Sponsor(s) of the trip (please list all sponsors):  
Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
  2. Description of the trip: To showcase the positive reach and scope of U.S. investments in programs that support development and women's empowerment in India and Nepal.
  3. Dates of travel: April. 16 - April. 23, 2017
  4. Place of travel: India and Nepal
  5. Name and title of Senate invitees: See Addendum A
  6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

CARE is host to the delegation and is responsible for logistics, content of the trip and post-trip follow up.

The Bill & Melinda Gates Foundation provided general support for this initiative as part of a broader grant, but played no role in organizing the trip and its participants.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CARE is a leading humanitarian organization focused on combating global poverty. We place a special emphasis on women and girls because when they are equipped with the proper resources they help their families and communities escape poverty. CARE has operated in India since 1946 and Nepal since 1978.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

CARE hosts congressional trips as an educational opportunity to see development work firsthand.


Since 2009, we have hosted twenty-four trips with members of Congress and their staff.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CARE International works in over 90 countries around the world implementing programming as well as promoting visibility on issues important to ending global poverty and leading advocacy toward local and international actors to prioritize poverty-combatting initiatives.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$4,500	\$1,339	\$511	Interpreters, Security, Insurance, Visas: \$1,213
<input type="checkbox"/> Actual Amounts	See Addendum D for all estimate details. 			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip was arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The U.S. government is an important development partner in India and Nepal sharing an interest in sustainable programs to combat poverty and empower women and girls in India and Nepal.

19. Name and location of hotel or other lodging facility:

Taj Palace Dehli - New Dehli, India; Taj Palace Chennai - Chennai, India

Dwarika's Hotel - Kathmandu, Nepal

20. Reason(s) for selecting hotel or other lodging facility:

The hotels above offer western accommodations with ample security for the trip's activities.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The U.S. Government per diem rate for lodging in Dehli is \$291/night, \$300/night in Chennai, and \$166/night in Kathmandu. The U.S. Government per diem rates for meals is \$109/day in Dehli, \$111/day in Chennai, and \$91/day in Kathmandu. Our costs are at these rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Members of Congress and spouses will fly business class to and from India and Nepal. The delegation will fly by charter plane (coach equivalent) for internal travel in India and Nepal. See addendum B-C.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided on this trip.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Robert Roche, Director, Learning Tours

Name of Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone Number: 202-550-6535

Fax Number: 202-296-8695

E-mail Address: rroche@care.org

**Addendum A:**

Names and titles of ALL Senate invitees and explanation of why the individual was invited.

We invited Senators from each of the following committees to join the trip. These committees and offices hold a particular interest or relevance to the issue of U.S. foreign which will be the focus of the trip agenda.

Senate Foreign Relations Committee  
Senate Budget Committee  
Senate Agriculture Committee  
Senate Appropriations Committee  
Senate Leadership Offices

**Invited Senators**

- Jeanne Shaheen (D-NH)
- Shelley Moore Capito (R-WV)
- Dick Durbin (D-IL)
- Lisa Murkowski (R-AK)
- Kirsten Gillibrand (D-NY)
- Joni Ernst (R-IA)
- Todd Young (R-IN)
- Ben Sasse (R-NE)
- Chris Murphy (D-CT)
- Tim Kaine (D-VA)
- Tammy Baldwin (D-WI)
- Jeff Merkley (D-OR)
- Cory Gardner (R-CO)
- Chris Van Hollen (D-MD)
- Marco Rubio (R-FL)
- Rob Portman (R-OH)
- Bill Cassidy (R-LA)
- Thom Tillis (R-NC)
- Dianne Feinstein (D-CA)
- Kamala Harris (D-CA)
- Mark Warner (D-VA)
- Maria Cantwell (D-WA)
- David Perdue (R-GA)
- Gary Peters (D-MI)
- Maggie Hassan (D-NH)
- Catherine Cortez Masto (D-NV)
- Angus King (I-ME)
- Johnny Isakson (R-GA)
- Mike Enzi (R-WY)
- Patrick Leahy (D-VT)
- Pat Roberts (R-KS)

- Cory Booker (D-NJ)
- Jeff Flake (R-AZ)
- John Boozman (R-AR)
- James Lankford (R-OK)
- Steve Daines (R-MT)
- Jerry Moran (R-KS)
- Roy Blunt (R-MO)
- Ben Cardin (D-MD)
- Lamar Alexander (R-TN)
- Dan Sullivan (R-AK)
- Roger Wicker (R-MS)
- Sherrod Brown (D-OH)
- Sheldon Whitehouse (D-RI)
- Robert Casey (D-PA)
- Al Franken (D-MN)
- John Cornyn (R-TX)
- Mazie Hirono (D-HI)
- Debbie Stabenow (D-MI)

#### Invited Staff

- Tom Mancinelli, Legislative Assistant – Senator Chris Coons (D-DE)
- Alyene Senger, Policy Analyst – Senate Republican Policy Committee
- Thomas P. Hawkins, National Security Advisor – Senator Mitch McConnell (R-SC)
- Matt Rimkunas, Legislative Director – Senator Lindsey Graham (R-KY)
- Beth Jafari, Chief of Staff – Senator John Cornyn (R-TX)
- Christopher M. Tuttle, Policy Director – Senate Committee on Foreign Relations, Majority Staff

**Addendum B:**

Cities of Departure:

Sunday, April 16, 2017:

6:35pm – Depart Washington, DC (AC #7617)

7:59pm – Arrive in Toronto

10:00pm – Depart Toronto (AC #70)

Monday, April 17, 2017:

9:20pm – Arrive New Delhi, India

Saturday, April 22, 2017:

7:20pm – Depart Kathmandu, Nepal (FZ #576)

10:20pm – Arrive Dubai

Sunday, April 23, 2017:

2:20am – Depart Dubai (EK 231)

8:40am – Arrive Washington, DC



**Addendum C:**

On April 20, 2017, the delegation will travel on a chartered flight from New Dehli to Chennai, India and on April 21, 2017 the delegation will travel from Chennai to Kathmandu, Nepal.

Due to our schedule and limited flight options between different cities within India and from India to Nepal, we have selected a charter plane lead by the United Nations Humanitarian Air Service (UNHAS). The cost of the charter plane is expected to be \$1,500 per person. The Airline Operating Certificate (AOC) is forthcoming.

**Addendum D:**

- Transportation Estimation per person - \$4,500
  - Flight estimation: \$2,000
  - Vehicles: \$1,000
  - Charter flight: \$1,500
- Lodging Estimation per person – \$1,339
  - \$166 per night x 1 night (Kathmandu, Nepal) = \$166
  - \$291 per night x 3 nights (New Dehli, India) = \$873
  - \$300 per night x 1 night (Chennai, India) = \$300
- Meals Estimation per person - \$511
  - \$91 (USG M&I per diem for Kathmandu) x 2 days = \$182
  - \$109 (USG M&I per diem for New Dehli) x 2 days = \$218
  - \$111 (USG M&I per diem for Chennai) x 1 day = \$111
- Other Expenses Estimation per person - \$1,213
  - Visa - \$423
    - India - \$319
    - Nepal - \$104
  - Security - \$590
  - Interpreter - \$100
  - Insurance - \$100

FINAL

AGENDA: CARE Learning Tour to India and Nepal, April 16-23, 2017

Sunday, April 16 Travel Day

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Depart U.S. for New Delhi, India (AC #7617)

Monday, April 17 Travel Day

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9:20pm Delegation arrives in New Delhi, India (AC #70)

9:20-10:30pm Transfer to hotel

*Overnight: Taj Palace Hotel – New Delhi, India*

Tuesday, April 18 Travel Day/New Delhi, India

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9:00-10:00am Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

10:00-11:30am Breakfast Briefing with U.S. Mission to learn about the U.S. government's development priorities in India

11:30-12:30pm Transfer to meeting

12:30-1:30pm Meeting with Prime Minister Modi (requested)

1:30-2:30pm Transfer to meeting

2:30-3:30pm Meeting with Foreign Secretary Subrahmanyam Jaishankar (requested)

3:30-4:00pm Transfer to meeting

4:00-5:00pm Meeting with Finance Minister Arun Jaitley (requested)

5:00-5:30pm Transfer to meeting

5:30-6:30pm Meeting with National Security Advisor Ajit Doval (requested)

6:30-7:30pm Transfer to Hotel

7:30-9:00pm Scene Setter Dinner Briefing with technical experts to gain social, political, historical context for development and U.S. investments in India

*Overnight: Taj Palace Hotel – New Delhi, India*

Wednesday, April 19 New Delhi, India

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8:00-9:30am	<u>Breakfast with donors and U.S. corporate sector partners</u> to discuss innovative corporate social responsibility programs in India and women's empowerment
9:30-11:15	Transfer to girls' education program
11:15-1:00pm	<u>Site Visit 1: Visit girls' education program</u> to learn about community-based initiatives to keep girls in school and combat gender-based violence
1:00-2:30pm	Transfer to urban health program
2:30-3:30pm	<u>Site Visit 2: Visit urban health program</u> to learn about maternal and child health and nutrition services provided in peri-urban settings and the importance of community health workers in linking women and families to health services
3:30-4:30pm	Transfer to hotel
4:30-5:30pm	Downtime
5:30-6:30pm	Transfer to U.S. Ambassador's residence
6:30-8:30pm	<u>Reception with U.S. Ambassador, Local Government &amp; NGO leaders</u> to discuss the role of international partners, local governments and NGOs in development in India

*Overnight: Taj Palace Hotel – New Delhi, India*

**Thursday, April 20**

**New Delhi/Chennai, India**

8:30-9:30am	<u>Breakfast with Women Members of Parliament and PRS Legislative Branch</u> to learn about political efforts to promote sustainable development and women's empowerment
9:30-10:30am	Transfer to airport
10:30-2:00pm	Transfer to Chennai, India
2:00-2:45pm	Transfer to Nursing Teaching College
2:45-4:00pm	<u>Site Visit 1: Visit Nursing Teaching College</u> to learn about innovative interventions and techniques used to develop the capacity of community health workers and nurses to provide malnutrition and maternal health services to women in rural communities
4:00-4:30pm	Transfer to Site Visit 2
4:30-5:30pm	<u>Site Visit 2: Visit TB Health Clinic</u> to learn about U.S. investments in combatting infectious disease
5:30-6:00pm	Transfer to hotel

6:00-6:30pm	Shower time
6:30-8:00pm	<u>Dinner with the Breakthrough India NGO</u> to discuss effective and compelling messaging and framing of U.S. investments in foreign assistance and women's empowerment

*Overnight: Taj Coromandel Hotel – Chennai, India*

**Friday, April 21**

**Travel Day/Kathmandu, Nepal**

8:30-10:00am	<u>Site Visit 1: Visit CARE Village, Savings and Loan Association (VSLA) program</u> to examine an income-generating activity that helps women in rural areas access financial services and small-business opportunities
10:00-11:00am	Transfer to airport
11:00am-3:30pm	Transfer to Kathmandu, Nepal
3:30-4:15pm	Transfer to Hydropower Control Center
4:15-5:15pm	<u>Tour of Hydropower Control Center</u> to learn about hydropower as a driver of domestic economic empowerment and regional economic relationships
5:15-6:00pm	Transfer to Dwarika's Hotel
6:00-7:00pm	<u>Scene Setter Briefing</u> with technical experts and USG Mission to gain social, political, historical context for development and U.S. investments in Nepal
7:30-8:30pm	<u>Cocktail Reception with U.S. Ambassador, Local Government and NGO leaders</u> to discuss the role of international partners, local governments and NGOs in development in Nepal
8:30-10:00pm	<u>Closing Dinner</u> to discuss lessons learned and next steps when the delegation returns to DC

*Overnight: Dwarika's Hotel – Kathmandu, Nepal*

**Saturday, April 22**

**Kathmandu, Nepal/Travel Day**

7:30 – 9:00am	<u>Vehicle briefing</u> on the impact of women's economic empowerment <i>Note: Transfer to Site Visit 1</i>
9:00 – 10:30am	<u>Site Visit 1: Visit Sabah Community Facilitation Center</u> to learn about how women's collectives facilitate women increasing their agricultural yields, encourage healthier, more sustainable agricultural practices, and promote economic empowerment for women
10:30-11:30am	Transfer to Site Visit 2



11:30am-12:30pm	<u>Site Visit 2: Visit Sabal Masonry Training</u> program to learn about how women are gaining economic independence while helping to rebuild communities and create a more resilient Nepal
12:30-1:30pm	Transfer to Site Visit 3 <i>Note: Lunch in the vehicles</i>
1:30-2:30pm	<u>Site Visit 3: Visit Sabal Women's Empowerment</u> group to observe community-based development planning that puts women's needs at the center
2:30-4:00pm	Transfer to Dwarika's Hotel
4:00-6:00pm	Debrief/downtime
6:00-6:20pm	Transfer to airport
7:20pm	Delegation departs for U.S. (FZ #576)



CARE USA  
1899 L St NW  
Suite 500  
Washington, DC 20036  
USA  
[www.care.org](http://www.care.org)

March 16, 2017

Tom Mancinelli  
Legislative Assistant  
Office of Senator Christopher Coons  
127A Russell Senate Office Building  
Washington, DC 20510

Dear Tom,

We are approaching you with a special opportunity to join us on CARE's next Learning Tour to India and Nepal during the Easter holiday congressional recess. This trip will take place **April 16 – April 23, 2017** (including travel) and will allow you to have a first-person view of the political, economic, and security dimensions of U.S. engagement in South Asia, including investments in food and nutrition security, maternal and child health, education, and economic empowerment. The delegation will include Members of Congress, each accompanied by a member of their family or staff, as well as key leaders and technical experts working on these issues.

On your journey, you will visit program sites and meet with beneficiaries in India and Nepal to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground, including private sector and local partners, who are working toward solutions at the community level, as well as U.S., Indian, and Nepalese government leaders and decision-makers.

India and Nepal offer dynamic examples of the progress possible when U.S. investment is focused on sustainable, long-term solutions. The economy of much of the South Asian region has experienced rapid growth in the last 20 years, partly spurred by U.S. foreign assistance as well as private sector investments promoting innovation in addressing some of the toughest development challenges. India, for example, has made significant strides toward eradicating extreme poverty and promoting access to primary and secondary education for boys and girls.

However, the region continues to struggle with ensuring all citizens benefit from this progress, particularly vulnerable women and girls. Malnutrition, poor sanitation, lack of access to health services, and a strict caste system dictating the disproportionate allocation of resources all contribute to India currently having the highest number of preventable child deaths in the world. Similarly, the region continues to have some of the highest rates of child marriage and violence against women globally.

The United States is actively working to change this reality. U.S. investment in women's empowerment, combatting child marriage, and promoting health and nutrition are having a measurable and significant impact throughout the region. This Learning Tour will be a unique opportunity to explore these issues on the ground and return with a deep understanding of the link between U.S. foreign assistance and international development, women's empowerment, and regional and international stability.

In order to allow sufficient time for planning, we would appreciate a response indicating your interest in joining by **Friday, March 17, 2017**. We have asked Rachel Hall to provide further details on the trip and answer any questions you may have. You can reach her directly at [Rachel.Hall@care.org](mailto:Rachel.Hall@care.org) or (202) 569-7027.

Thank you for your ongoing support and for considering this opportunity.

Sincerely,

Michelle Nunn  
President and CEO, CARE USA

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